

EXAMPLE OF A TRANSCRIPT

- Mr Smith: This is a template for a meeting where speakers are identified. Names are identified at the margin for each speaker identified. The whole document is 1.15 line spacing and Arial 12 font. Light editing will be applied to remove sentence fillers and false starts. If you require exact verbatim please advise at the commencement of the project.
- Ms Brown: One paragraph return for the next speaker. Each speaker separated by a single line space.
- Mr Williams: Indistinct words are shown with a timestamp in this format (03:42). Words that the transcriptionist is not sure about are placed in [square brackets].
- Ms Toby: All documents are proof read. The dictionary is set to English (Australia).
- Ms Black: Completed transcripts are uploaded to Sharefile and a link is sent via email for you to save your documents.

END OF RECORDING (01:00:00)